

**ITMC Council Business Meeting  
March 5, 2014**

**Attendees**

Department of Natural Resources and Conservation	Bill Anker
State CIO	Ron Baldwin
Department of Fish, Wildlife, and Parks	Dustin Temple
Department of Revenue	Tim Bottenfield
Teachers' Retirement System	Rick Bush
Department of Justice	Joe Chapman
Department of Corrections	John Daugherty
Department of Agriculture	John Dayton (online)
Local Government Representative	Joseph Frohlich
Office of Public Instruction	Jim Gietzen
Department of Commerce	Larry Krause
Commissioner of Higher Education	Edwina Morrison (online)
Department of Administration	Michael Sweeney
Public Employees Retirement	Dave Swenson (online)
Montana Arts Council	Kristin Burgoyne (online)
State Fund	Stacy Ripple
Montana Historical Society	Chris Carson
State Auditor's Office	Glynis Gibson (online)
Department of Labor and Industry	George Parisot (online)
Department of Labor and Industry	Judy Kelly
Judicial Branch	Lisa Mader
Department of Public Health & Human Services	Stuart Fuller

**Guests**

SMI – Andrea Keno, Dell – Karen Farley, CA Technologies – Tom Stockburger, DOR – Christie McDowell, MPERA – Storm Younger, Supreme Court – Tammy Peterson, DNRC - Kreh Germaine, CompuNet – Steven Frey, INTEGRA – Aslinn Merriman, Barrows Consulting – Sandra Barrows, LFD – Kris Wilkinson, LFD – Scot Conrady, Jodi Troop

**Real Time Communication (online)**

LEG - Sky Foster, LEG - Darrin McLean, DEQ - Dave Nagel, DEQ - Jerry Steinmetz, DOA - Kyle Belcher, SITSD - Brett Boutin, TSD – Dan Forbes, DOA – Cheryl Grey, ITD – Mark Johnson, SITSD – Miranda Keaster, MDT – Byron Molyneaux, SOS – Patti Borsberry, DOA – Mark Scherting, DOC – Terry Meagher, SITSD – Irv Vavruska

**SITSD Attendees**

Lynne Pizzini, Tammy LaVigne, Carol Schopfer, G. Scott Lockwood, Tom Murphy, Kris Harrison, Jerry Marks, Jenifer Alger, Kyle Hilmer, Lesli Brassfield, Dave Johnson, Cheryl Pesta, Warren Dupuis, Penne Cross, Audrey Hinman, Rhonda Lil Haight

### **Welcome and Introductions – Michael Sweeney, Chair**

- Michael Sweeney: Approval of February minutes.
- Ron Baldwin: On page 6: I quoted optional sections on the Agency IT Plan. The correct wording should be, “not optional sections on the Agency IT Plan”.
- Michael Sweeney: Minutes approved as amended.

### **State CIO Update – Ron Baldwin**

- Ron Baldwin: Welcome to Dustin Temple, CIO of Fish, Wildlife, and Parks. I would also like to recognize a “retiring ITMC member” Barney Benkelman. Mr. Benkelman has been an “official member of the ITMC” for many years and has headed up as well as served on many work groups in those years. Mr. Benkelman has been appointed to a new important role at Fish, Wildlife, and Parks; he will be responsible for Security, COOP/COG and Records Management. Welcome to Dale Gow to the ITMC Council.
- On April 1<sup>st</sup>, Bamboo will start a 60 day pilot. Please contact Anita Bangert if you have questions.
- The State Strategic Plan is on the SITSD website. On March 14<sup>th</sup>, I will present the Plan to the Legislative Finance Committee.
- Anjenette Schafer, Administrator of the State Human Resources, will speak in the ITMC April meeting on Taleo, an Oracle Product.
- The monthly Customer Newsletter is published. It will help broaden our level of communication.
- The new communications person is Lesli Brassfield, who reports directly to Tammy LaVigne.

### **Long Range IT Projects - Tammy LaVigne**

- The Long Range Planning Calendar is under Posted Reports
  - OBPP date
  - EPP dates
  - SITSD IT Planning calendar
  - Statutory deadlines are referenced in this calendar.
- On March 15<sup>th</sup>, SITSD will publish Agency Supplement documents and the instructions. SITSD will offer training, perhaps in the last week of March.
- On April 2<sup>nd</sup>, the MBARS IT module will be available to input Initiative Supplements.
- On May 7<sup>th</sup>, in MBARS the Supplements are due for posting.
- On April 16<sup>th</sup>, the Agency IT Plans are due to SITSD.
- Between March and May we will be visiting with agencies to discuss the initiatives included in your Agency Plan.
- In June and August, SITSD will issue a listing of Agency IT Initiative Supplements, which are also included in the Agency IT Plans, to the OBPP. Ron will work with the Budget Office on which supplements will go forward.

- The Agency Initiative Supplement instructions are important. The completeness of each supplement is your chance to prepare your Agency as your EPP goes through the Legislative process. This document can be used to complete the MBARS IT module. The supplement is a complete detail of your request and can be cut and pasted into MBARS, which satisfies the budget component as far as documenting the process. It fulfills Montana Code Annotated Statue 2-17-523, that requires all new IT investments to be included in the Executive budget process and must have approval in an Agency IT Plan.
- The Statue 2-17-526 highlights what the State CIO needs to compile for the Budget Office for review on what is included in the budget.
- On the bottom of the document, there are questions that you may need to answer if your project goes to HB 10 that the Legislative Branch requested last session in the Long range subcommittee.
- If you want to include something in HB 10, please let Tammy LaVigne know.
- Michael Sweeney: How do we prioritize individually or as a larger body?
- Tammy: The prioritization is between Ron and the Budget Office.

### **Montana Data Portal-Audrey Hinman**

- There are three supporting portals under mt.gov
  - Data Portal
  - Business Portal
  - Transparency Portal
- On the Data Portal
  - There is a brochure that provides information on the Data Portal
  - Outlines two areas:
    - To meet citizen and business needs
      - ✓ Data sets available to the public for download to do any type of data analysis
    - To meet the needs of State employees
      - ✓ When an agency is asked to share their data with another agency
      - ✓ When managers want to make decisions based on correlation between the data sets
- Objectives
  - Increase transparency for State Government
  - To allow our managers to make better decisions
  - To allow business owners and the public to make decisions based on State data analysis.
  - To modernize the way we share information amongst agencies and also local governments
  - We are opening it up to Local Governments
  - Make it easy to find and visualize our data
    - ✓ You may create a chart or graph to put on your website

- ✓ You can automatically build a map
- The Technical Architecture explanation is below:
  - We have data sets that feed up through Smeagol service, which is a middle level tier, and then we upload into the Sucrada tool in the cloud. The Smeagol service is directing the data push up into the Sucrada tool. It will enable us to move those data sets to another location if we terminate our contract with Sucrada. It will allow us to do automization on that data. We will provide documentation and monitoring of the health and well-being of the portal, and also some scripting will be in that middle tier. The documentation knowledge base is for state employee use. We are ready for data sets now.
- We would like to have agencies inform us of what you would like to go into the portal.
- We would have a MOU with each agency which gives requirements between SITSD and agencies.
  - The data is always your data, you have the responsibility of the data and we provide the infrastructure tool to allow access to that data.
  - You would determine which part of the data set is to be public or private and who has access.
- There are tools available to run data in this project.
- So please discuss with your Agency the opportunity to put data into this portal.
  - Identify potential data sets that make sense.
  - Prioritize the data sets amongst your agency.
  - Spread the word regarding the capabilities of the project.
  - Advantages of putting data into the portal.
- Larry Krause: Is this a facility to house other reports?
- Audrey: It is a data repository.
- Larry Krause: How do we determine if we should stay on our existing website or both?
- Audrey: We are not trying to replace what an agency is doing; this is simply another tool or another way that you can share data. So it would be an agency decision.
- The primary customers of a data portal:
  - State Employee
  - Scientific Industry
  - Media
  - Business Owners
- On Line: Could we have a copy of the MOU for review?
- Audrey: Yes, contact me.

## **Recommended Security Requirements for RFP's – Lynne Pizzini**

- The Access Control and Verification Governance team has compiled a proposal on user IDs and passwords. We want to present this proposal to the ITMC Council for review. A link to the document can be found at:  
<http://ent.sharepoint.mt.gov/groups/ecs/Shared%20Documents/Access%20Control%20and%20Verification%20Governance%20Committee/User%20ID%20and%20Password%20Proposal%2002212014.doc>
- The proposals:
  - Change user ID's; we are recommending that the user ID's begin with an E (employee) or C (contractor).
  - Use the generated number from the Human Resources system as the second part of the ID.
  - Changes on a forward basis.
- We need to change or update policies to reflect those requirements. Then establish the employee or contractor in the system before allowing access to our computer systems and implementing the password policy that we have in our Security Risk Management policy.
- We also need to update identify and implement our Security Risk Management policy to incorporate the use of Multifactor Authentication.
- Michael Sweeney: What is the deadline to give remarks regarding the proposal?
- Lynne Pizzini: April 1<sup>st</sup>
- Bill Anker: We use service accounts and resource accounts extensively due to fire season. We need to get employees into the system quickly. Are we going to have to go thru the full SABHRS process before we can get people working?
- Lynne Pizzini: We have been working with the State Human Resource personnel so that employees will be entered into the HR system prior to the day they show up for work. From that prospective, we do not see an issue if the information is provided to your HR staff prior to the first day of employment. Once entered into the HR system, it automatically generates an ID and they are automatically set up in the access control system.
- Bill Anker: My concerns are bringing hundreds of people on quickly.
- Jerry Marks: It sounds like we can pull people into it and contractors in the State HR system are considered a Person of Interest. They are not a full employee and you do not have to go through the full process as with an actual employee. We will have an easy way for you to get there.
- Lynne Pizzini: We will have all this documented before roll-out; which is approximately one year away.
- Bill Anker: What is the date when you want a decision? Our leadership team only meets once a month.
- Lynne Pizzini: When can you have comments to me?
- Bill: We need 60 – 90 days
- Lynne: How about May 1st?
- Bill: Ok! Then we can vote at the May ITMC meeting.

### **New Services - Jerry Marks**

- We would like to thank all the agencies' for their patience.
- The product, PM Central by Bamboo, will have three agencies in the pilot; DLI, DEQ, and DOR.
- If you are one of customers that use Share Point you will get this product for free.
- Contact Anita Bangert with any questions.

### **VOIP Strategy – Kris Harrison**

- There is demand from agencies to roll-out VOIP applications in several different capacities.
- There are three different strategies:
  - Short term strategy
  - Mid-range strategy
  - Long range strategy
- On short term strategy:
  - On campus VOIP deployments
    - We have demonstrated three platforms (maintain three different manufactures products that we have the capability to roll-out)
      - ✓ Microsoft Link
      - ✓ AVAYA
      - ✓ CISCO
  - Off campus VOIP deployments
    - We can offer a hybrid solution which can do all the features of a traditional VOIP system for offices.
      - ✓ Allows agencies to roll-out a new PBX based on IP Office
- We can support and provide four different services on Microsoft Lync
  - Stand-alone soft client
  - Basic VOIP
  - Hybrid VOIP
  - Full UC VOIP
- We are testing a carrier in the test bench area based on SIP trunking.
- Mid-range strategy:
  - We will implement and roll-out VOIP across the land.
- Long range strategy:
  - We will pursue an EPP request to stand up a new PBX out of the Data Center which would stand up fully recoverable to Miles City.
- Michael Sweeney: From a customer prospective, I did not fully understand all you said. I would like to get to a point where I look at SITSD as my telecom provider. I have a lot of choices and I do not know what the best choices are. At what point do you anticipate bringing the customers into this discussion about what our requirements are so we can narrow down this giant offering?
- Kris Harrison: We would like to simplify our services.

- Michael Sweeney: I am looking forward to some requirements.
- John Daugherty: If we are using Lync as a pilot, and if we use VOIP or CISCO in the future, will we have phones that are not compatible?
- Kris: Yes, there is a possibility that some of the handsets will be left behind. In VOIP and Microsoft Lync there is integration.
- Contact Anita Bangert with any questions.

### **BREAK – 10 MINUTES**

### **FTM – Jenifer Alger**

- We are in the last two weeks of getting preliminary rates.
- On March 17<sup>th</sup>, we will start the agency meetings to go through FY 16-17 agency budgets.
- The agencies will have until the end of May to make adjustments.
- The month of June, we will enter agency changes into the model and re-run the rates.
- On July 9<sup>th</sup>, the final rates are due to the Budget Office.
- Larry Krause: Will there be spreadsheets to fill out?
- Jenifer: They are similar to how we did it last time.
- Larry Krause: Any change in the area to split charges between divisions?
- Jenifer: There will be a drop down box in that column and we will have the current billing codes in available.
- Prior to your agency meeting you may review the sheet, and during the meeting we will go through the sheet and point out major changes, services, name changes, etc. We will provide a detailed list of what is included in the Enterprise services. We will explain how the MBAR's adjustment is calculated and how the Budget Office uses it to put your budget out.

### **Billing System – Jenifer Alger**

- We are still negotiating with Microsoft on the new implementation costs.
- Still working on what types and how many licenses we will need for the agencies.
- The tentative Microsoft time line for implementation is May 13<sup>th</sup> and up and running by September 1<sup>st</sup>.

### **LFC Reports – Kris Wilkinson**

- Project estimate is at least \$500,000 for development. The development costs include internal staff, vendor contracts, equipment and software.
- We will discuss project amounts; the original estimate is the amount that you estimated that this project was going to cost including your internal costs. This may or may not tie to the amount you have requested in the long range building bill, as you do not always include internal costs.

- We will let agencies correct their report now or in June. We will apprise the Finance Committee there are anticipated changes for the agencies that did not understand that they should have the internal costs included within this document.
- Stuart Fuller: Can you talk more about the internal costs?
- Kris Wilkinson: Not all agencies have charge back models. We just want you to figure out in your own agency, what are reasonable costs.
- Ron Baldwin: The goal of the legislature is to make sure that all of the costs of developing and implementing a system are fully represented on this report. Please understand that DPPHS has made some significant adjustments as they have come up to the reporting standards.
- Ron Baldwin: On the appropriated budget amounts, those are all funds and funding source types. And that will change also, as agencies fully fund their projects.
- Kris Wilkinson: On some cases, the project may not be fully funded.
- Ron Baldwin: The numbers may not match, but need reporting.

### **ITMC Work Plan-Michael Sweeney**

- We want to talk about putting this plan into action.
- Below are the exerted priorities and numerous actions:
  - Governance Priority
    - Need to take care of operational functions.
      - ✓ Michael will be responsible for the above and then the new Chair will be responsible for:
  - Re-Vamping ITPR process
  - Developing a project portfolio
  - Inventorying and chartering all Enterprise work groups
- Rick Bush: One of the questions was, “planning ahead for the Governance priority”, we have a Vice-Chairman of ITMC and it seems appropriate that the Vice-Chair would start this process early prior to taking over the Chair. Is there a way to incorporate some continuity?
- Michael Sweeney: That is why we want some of these operational things identified, so when someone becomes the Chair or comes on the Board, they know what is expected. We want to eliminate the gap.
- Joseph Frohlich: On the operational side, I think it is a great idea to have things listed out. I think the work plan is a great idea.
- Michael Sweeney: Maybe we need to decide which actions we need to do. One of the actions was creating a security coalition or task force tasked with addressing lack of resources. We do not want to be redundant. Maybe this is occurring and we can work on another action.
- Bill Anker: Rather than creating another group perhaps utilize ISMG and elevate it to an Executive Strategic meeting.



- Michael Sweeney: We as the ITMC, it is our responsibility to either step up and do it or identify the resources to do these actions
- Ron Baldwin: We have a lot of forms already; and ISMG have focused agendas so we can take the existing forms we have and elevate the presence and level of the working group and decision making process.
- Joe Chapman: On the security working group, I think security is so important that we need a group together quickly and have a consolidated Enterprise view of it.
- Larry Krause: How do we propose to get a group together?
- Bill Anker: What are the tradeoffs?
- Michael Sweeney: I can inventory groups that are already out there and see what we have and how they interact with ITMC.
- Ron Baldwin: It is a good idea to looking at what we have and transform a particular group.
- Jodi Troop: I am part of the ISMG group and my proposal would be that ISMG transform itself into a more of a governance group, and have a working group under them that can do the work that is there now.
- Tim Bottenfield: That group should have CIO's and Chief Security Officers in it.
- Michael Sweeney: I will inventory other groups and put structure on those groups. I will follow-up with an email.
- Jodi Troop: The Data Governance group is a new group and perhaps we should report back to this group and have continuity.
- Bill Anker: We should be aware of downstream effects and unintended consequences.
- Michael Sweeney: I think all this discussion is good and as we inventory all these other groups we have, we can start to understand the connections and relationships and help guide us with the right activities to the right groups.

#### **ITMC Executive Membership – Michael Sweeney**

- The new Board starts in July so the elections for Board members will be in May.

Posted reports: None

Ron Baldwin: In closing, I am looking forward to partnering with you on your HB 10 items. I will be an advocate for you. Your line item may blend itself to an Enterprise type of solution and I will inform the Legislature of that.

Next meeting – April 2, 2014

Member Forum: None

Public Comment: None

Adjourn: 12:02